

- Manage appropriate budget accounts to support military-to-military events, seminars, conferences, meetings, workshops, exercises, regional center events, office administration, and miscellaneous office purchases. In FY13 amounts: manages \$180,000 T-20 budget; \$3,500,000 CENTCOM CN Programs budget; \$375,000 IMET Program budget; \$500,000; 1004 Program budget; \$100,000 CTFP budget; FMF Program implementation \$4,000,000 budget and \$500,000 part of \$2,500,000 WIF budget.
- Carry out necessary logistical actions for events in country or abroad (i.e. LOIs, air tickets, hotel reservations, conference rooms, transportation rentals)
- Prepare necessary documents for event execution (i.e. travel orders, travel advances, airline reservations and visa requirements)
- Ensure appropriate financial accounts are charged based on event category

SECURITY COOPERATION PROGRAM MANAGEMENT

25% OF TIME

- Facilitate the Security Cooperation Program, including military-to-military events. These events include Ministries of Defense, Internal Affairs, Foreign Affairs, National Security and State Border Service and State Counter Narcotics Service.
- As the Training Manager for OMC Ashgabat, manages International Military Education Training (IMET) requirements. Primary advisor to GoTX on selection of students for placement in U.S. courses. Administratively processes students into the U.S. training system and tracks their progress. Prepares packages for Leahy vetting.
- Maintains training data and responsible for oversight of US funding. Creates and issues Invitational Travel Orders. Reports the training status for Turkmenistan to USCENCOM.
- Coordinate Combating Terrorism Fellowship Programs Training (CTFP) requirements.
- Coordinate Foreign Military Financing (FMF) Program implementation.
- Act as Partnership-for-Peace (PfP) Representative for NATO and relevant Unified Commands (EUCOM, JFCOM, and CENTCOM).
- Develop and process contracts for local services supporting military-to-military exchange engagements in Turkmenistan. Ensures proper protocol is provided for U.S. officials by the host nation.
- Execute logistical arrangements required for VIP delegation visits to include entry requirements, aircraft servicing, aircrew support, customs and border clearances. Arranges for transportation for party and crew.
- Conduct End Use Monitoring (EUM) of acquired goods under Technology Export Control Act. Responsible for accounting for U.S.-granted equipment at four Turkmen border stations and oversight for equipment proper use.

COUNTER NARCOTICS PROGRAM MANAGEMENT

25% OF TIME

- Manages the CENTCOM J3 Counter Narcotics Program (CNP) for Turkmenistan. Managing a multi-million dollar budget; providing administrative, financial and technical oversight of CN programs and projects.
- Works closely with Department of State (INL, EXBS) and UNODC to ensure project/training de-confliction, monitors and evaluates ongoing CN projects and reports progress to the OMC Chief.
- Tracks procurement, program expenditures, plans approvals, site visits, requests for information, contractors invoice processing, and prepares contracts for signature by the contracting officer.
- Advises the OMC Chief on requirements and procedures relevant to host nation agencies.
- Maintains a National CNP contact database.
- Provides program and operational budget analysis and tracking with necessary justification of quarterly/annual operational expenses.

OTHER DUTIES

10% OF TIME

- Processes and translates diplomatic notes for various international engagements. Engages and follows up with host nation officials to ensure timely responses.
- Advises CENTCOM J5 on Security Cooperation Planning during annual Consultative Staff Talks (CST), Action Officer Working Group (AOWG), and Security Cooperation Education and Training Working Group (SCETWG).
- Provides interpretation services for senior level delegations (Ministry heads, COCOM Commander, Service Secretary). Conducts consecutive interpretation in three languages (Russian, Turkmen, and English).
- Escorts senior Turkmen government officials to meetings with U.S. counterparts worldwide.
- Ensure office equipment and vehicle maintained and functional
- Store event-related information in files for 5 years
- Drive government-provided vehicles for official duty and coordinate transportation for official events.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

- A university degree in economics, management, international law or closely related field is required.

b. Prior Work Experience:

Minimum three years of progressively responsible work experience in business, budgeting, or program management.

c. Post Entry Training:

DISAM - Defense Institute for Security Assistance Management.
GCMC Consecutive Interpretation Techniques Course.
DOD Leadership Course
Contracting Officers Representative Certification
DoD Program Manager Training
State Department Accounting/ Voucher Examiner Course

Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English-Level IV (fluent), Russian-Level IV (fluent), Turkmen-Level III (good working knowledge)

d. Job Knowledge:

Thorough knowledge of Turkmenistan's political and government structures, military and law enforcement systems, historical development, and relations in the region and strategic partners. A solid understanding of U.S. foreign policy objectives in Turkmenistan and Central Asia is required to assist and advise program offices in the preparation of conducting of military to military engagements.

e. Skills and Abilities:

Effective oral and written communication skills. Ability to communicate oral and non-verbal communication between the senior members of the Turkmen government, the State Department, and the Department of Defense. Ability to develop and maintain an extensive range of high-level contacts. Ability to analyze military political developments and relate them to economic and social developments in Turkmenistan and Central Asia. Ability to quickly organize and execute complex projects and to prepare accurate analytical summaries. Ability to type accurately in English, Russian and Turkmen. Must have a valid driving license. Ability to maintain an accurate budget of funds in excess of \$6M.

16. POSITION ELEMENTS

a. Supervision Received:

General supervision by OMC Chief

b. Supervision Exercised: Responsible for achievement of objectives/outputs through non-personal services (i.e.

outside) contractors involved in supporting security cooperation events. Would influence decision to terminate the use of some or all contractors where he/she judges work and/or performance to be below required standards/contract conditions.

c. Available Guidelines:

Security Assistance Management Manual (SAMM), Security Assistance Handbook, Foreign Affairs Handbook and Manuals, CENTCOM Regulations (CCR's), Joint Federal Travel Regulation, DoD Financial Management Regulation

d. Exercise of Judgment:

Individual must resolve complex issues involving various military and international organizations, appropriately apply funds according to regulations and guidelines, and employ tact and diplomacy while working within a multinational environment. Individual must demonstrate trustworthiness and reliability.

e. Authority to Make Commitments:

OMC Program Manager/PFP Coordinator is appointed as the Security Cooperation Fiscal Officer, and is authorized to commit approximately \$500,000 annually under the Warsaw Initiative Fund (WIF) and approximately \$100,000 annually under the T20 program. WIF is used for various US and NATO conferences, seminars, meetings, exercise planning conferences and exercises within the funding policy of USCENTCOM to support Turkmenistan's participation in the PFP Program, Administering of CENTCOM CN funds, Combating Terrorism Fellowship Program funds and International Military Education and Training program funds.

f. Nature, Level, and Purpose of Contacts:

Contacts related to the Security Cooperation Program are numerous and dynamic, frequently requiring detailed

explanation of funding procedures, advice for successful execution of an event, and emphasis on guidelines for compliance with US government funding policies, Cooperative Threat Reduction (CTR), Title 20 (T-20), CENTCOM CN funds administering, Combating Terrorism Fellowship Program funds and International Military Education and Training program funds. Primary Turkmenistan organizations with which Job Holder would interact on a regular basis are: MFA/ MOD/ MIA/ SBS/ MNS/ MOHMI/SCNS.

g. Time Expected to Reach Full Performance Level:

One year.